

**Landscape Review Committee**  
**Hybrid In-Person & ZOOM Online Meeting**  
**Wednesday, November 15, 2023 - 12:00 PM**

Please note that this meeting will be conducted in-person at the Community Development Center Large Conference Room, 231 NE Fifth Street, and via ZOOM.

**Join ZOOM Meeting online via the following link:**

<https://mcminnvilleoregon.zoom.us/j/88386294719?pwd=NURmd3dqbzRHOXEVL2VjVlhvcVQvZz09>

Meeting ID: 883 8629 4719  
Passcode: 325468

**Or join ZOOM Meeting by phone via the following number: 1-253-215-8782**

Committee Members	Agenda Items
Jamie Fleckenstein, Chair  Patty Sorensen, Vice-Chair  Carlton Davidson  John Hall  Brian Wicks	<ol style="list-style-type: none"> <li>1. <b>Call to Order and Roll Call</b></li> <li>2. <b>Minutes:</b> <i>None</i></li> <li>3. <b>Citizen Comments</b></li> <li>4. <b>Action Items:</b> <ol style="list-style-type: none"> <li>A. <b>L 47-23: Tree removal application, Jennifer Colvin, 1520 NW Cabernet Ct., Tax Lot R4417-BB-03200, <i>Exhibit 1</i></b></li> <li>B. <b>L 48-23: Landscape Plan Review – McKenzie Rosenberry/Carlton Hub LLC, 455 NE Irvine St, Tax Lot R4421BD 2400 &amp; 2601, <i>Exhibit 2</i></b></li> <li>C. <b>L 49-23: Tree removal application, Thomas Fairweather, 2465 NE Chalmers Way, Tax Lot R4422-CD-00401, <i>Exhibit 3</i></b></li> </ol> </li> <li>5. <b>Committee Member Comments</b></li> <li>6. <b>Staff Comments</b></li> <li>7. <b>Adjournment</b></li> </ol>

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

\*Please note that these documents are also on the City's website, [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.

## EXHIBIT 1 - STAFF REPORT

**DATE:** November 15, 2023  
**TO:** Landscape Review Committee Members  
**FROM:** Adam Tate, Associate Planner  
**SUBJECT:** Tree Removal Application (L 47-23)

### STRATEGIC PRIORITY & GOAL:



### GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

**OBJECTIVE/S:** Strategically plan for short and long-term growth and development that will create enduring value for the community

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**DOCKET:** L 47-23 (Street Tree Removal)  
**REQUEST:** Approval of a tree removal application for the removal of 1 Birch tree.  
**LOCATION:** 1520 NW Cabernet Ct., Tax Lot R4417-BB-03200  
**ZONING/Overlay:** R-2  
**APPLICANT:** Jennifer Colvin  
**STAFF:** Adam Tate, Associate Planner  
**DATE DEEMED COMPLETE:** October 30, 2023  
**DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.  
**MEETING DATE & LOCATION:** November 15, 2023, McMinnville Community Development Center, 231 NE 5<sup>th</sup> Street, and via Zoom online meeting  
**PROCEDURE:** Street tree removal applications are required to be reviewed by the Landscape Review Committee as described in Section 17.58.040 of the McMinnville Zoning Ordinance.  
**CRITERIA:** The applicable criteria are specified in Section 17.58.050 Tree Removal/Replacement Review Criteria.  
**APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.58.040 of the McMinnville Zoning Ordinance.

## **I. BACKGROUND AND SUMMARY:**

### ***Application Summary***

This proceeding is a review by the Landscape Review Committee of a street tree removal application (**Attachment 1**) for one (1) deciduous street tree, a 8 inch DBH Birch tree, on the west side of NW Oak Ridge Drive at the corner with Cabernet Court. The tree is dying from a Bronze Birch Borer Beetle infestation according to the arborist's report and appears to be losing leaves and limbs. However when Public Works went to inspect the tree it had already been removed making it impossible to fully verify the findings of the applicant and arborist. **See Figure 1 for Vicinity Map. See Figure 2 for Site Photos.** Note that the first site photo was provided by the applicant. Staff finding this photo rather poor, then took a screenshot from Google Street View for the second site photo which shows the tree in much better detail.

### ***Agency Comments***

Agency comments are provided below, and the Public Works Inspection Report is attached as **Attachment 2**.

### ***Public Comments***

The procedure for street tree removal permit applications doesn't require notification to surrounding property owners. No public comments were received.

### ***Criteria and Issues***

The tree proposed for removal has been determined to be a tree specified in Section 17.58.020, subject to the street tree removal requirements of Chapter 17.58 of the Zoning Ordinance.

The applicable criteria for a street tree removal are provided in Section 17.58.050 of the Zoning Ordinance. Section 17.58.050 requires a Tree Removal permit to be granted if any of the following criteria apply:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist.
- B. The tree is in conflict with public improvements.
- C. The proposed removal or pruning is part of an approved development project, a public improvement project where no alternative is available, or is part of a street tree improvement program.
- D. Verification of tree health or a tree's impacts on infrastructure shall be required, at the expense of the applicant, by a Certified Arborist acceptable to the City.

Criterion "A" is met as the tree is in poor health due to the insect infestation.

When a street tree removal permit is approved, there are provisions in Chapter 17.58 of the Zoning Ordinance with which the applicant must comply, including those in Sections 17.58.040 and 17.58.090. Staff recommends conditions of approval to address the applicable requirements of the Zoning Ordinance. Typically, approval of a tree removal request is conditioned on the provisions of 17.58.040 for replacement with another street tree approved by the City. The conditions of approval address the provisions of Chapter 17.58 to ensure proper removal or major pruning of a street tree, to specify the applicant's responsibilities for performance of work and associated costs, and to ensure replacement trees are consistent with the approved street tree list, planting requirements, and specifications addressed in Chapter 17.58.

### ***Summary of Staff Recommendation***

Staff has reviewed the application, the applicable criteria and standards, and comments received. Staff recommends approval of the application, subject to the conditions specified in this document. However,

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#### ***Attachments:***

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report

this is yet another problematic case of a tree being removed before it was fully inspected and approved for removal. Staff will note this in communicating the applicant and strongly encourages the committee to recommend a replacement tree.

**Figure 1 Vicinity Map.**



**Figure 2. Site Photos.**



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**Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



**II. COMMENTS:**

This matter was referred to the following public agencies for comment: McMinnville Public Works Department, McMinnville Engineering, and McMinnville Water and Light. Their comments are provided below.

No public notice of the application was required by the Zoning Ordinance. No additional comments were received by the Planning Department.

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***Attachments:***

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report

McMinnville Water & Light:

- Water: Call for locates. Protect existing water services and utilities.
- Power: MW&L has underground primary power facilities located approximately 10 ft to the west of the tree on the opposite side of the sidewalk. Removal of the aboveground portion of the tree poses no threat to these facilities. If stump grinding is to be performed, locates must first be called in. Please reach out to our Engineering Department at (503) 472-6919 ext. 9 with any questions/concerns.

City of McMinnville Public Works Department:

- The Public Work Inspection Report is attached as **Attachment 2**.

City of McMinnville Engineering Department:

- No comments have been received.

**III. ATTACHMENTS:**

1. Application
2. Public Works Inspection Report

**IV. STAFF RECOMMENDATION:**

Staff has reviewed the application for consistency with the applicable criteria. Staff finds that, subject to the recommended conditions, the application submitted by the applicant contains sufficient evidence to find the applicable criteria are satisfied.

Staff **RECOMMENDS APPROVAL WITH CONDITIONS** of the tree removal application (L 47-23) **SUBJECT TO THE CONDITIONS OF APPROVAL IN SECTION V:**

**V. CONDITIONS OF APPROVAL:**

1. All costs and liability associated with tree removal and stump grinding shall be borne by the applicant.
2. The applicant shall call for locates (dial 811) for all underground utilities prior to removing the trunk and roots. This is a free service and the law. Upon request, utility locates can be flagged without marking up hard surfaces.
3. For Mac Water and Light:  
Water: Call for locates. Protect existing water services and utilities.

Power: MW&L has underground primary power facilities located approximately 10 ft to the west of the tree on the opposite side of the sidewalk. Removal of the aboveground portion of the tree poses no threat to these facilities. If stump grinding is to be performed, locates must first be called in. Please reach out to our Engineering Department at (503) 472-6919 ext. 9 with any questions/concerns.

4. The stump and remaining surface roots of the tree shall be removed at least six (6) inches below grade to allow for a suitable replanting site. At least a two-inch-thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling and replanting and shall be raked

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*Attachments:*

Attachment 1 – Application  
Attachment 2 - Public Works Inspection Report

smooth. The applicant shall restore any damaged areas that may result from vehicular or mechanical operations.

5. The applicant shall replace the tree with one (1) new tree planted in the planter strip slightly farther away from the mailboxes. The new tree shall be selected from the recommended street tree list.
6. The replacement tree shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.
7. The replacement tree shall be planted per the approved City detail, including root barrier, deep watering tubes, and staking (see enclosure). The applicant shall provide root barrier protection in order to minimize sidewalk and tree root conflicts. The barrier shall be placed on the public sidewalk side of the tree and the curb side of the tree. The root barrier protection shall be placed in 10-foot lengths, centered on the tree, and to a depth of eighteen (18) inches. In addition, the trees shall be provided with two (2) deep watering tubes to promote deep root growth.
8. The applicant is reminded that trees are not to be planted within:
  - a. Five (5) feet of a private driveway or alley;
  - b. Ten (10) feet of a fire hydrant, transformer, power or water vault, water meter box, utility pole, sanitary sewer, storm, or water line; or
  - c. Twenty (20) feet of street light standards or street intersections.
9. The planter areas shall be restored to original grade immediately following the planting of the replacement tree.
10. The applicant shall contact Public Works Operations (503.434.7316) for planting inspection prior to backfilling the planted tree.
11. The applicant shall be required to repair/replace sidewalk panels as necessary at the applicant's expense. Sidewalk permits can be obtained from Engineering at 503-434-7312.

#### **VI. LANDSCAPE COMMITTEE OPTIONS:**

1. **APPROVE** the application, subject to the recommended conditions of approval.
2. **APPROVE** the application with additional/revised conditions of approval if necessary to satisfy the applicable criteria.
3. **CONTINUE** the application, requesting that applicant submit more information for review if necessary to make findings that the applicable criteria are satisfied.
4. **DENY** the application, providing findings of fact for the denial in the motion to deny if it is found the application doesn't meet the applicable criteria.

#### **VII. SUGGESTED MOTION:**

**BASED ON FINDINGS THAT THE APPLICABLE CRITERIA ARE SATISFIED SUBJECT TO CONDITIONS OF APPROVAL, I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE**

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#### *Attachments:*

Attachment 1 – Application  
Attachment 2 - Public Works Inspection Report



**THE STREET TREE REMOVAL APPLICATION L 47-23 SUBJECT TO THE CONDITIONS OF APPROVAL RECOMMENDED BY STAFF IN THE STAFF REPORT.**

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*Attachments:*

Attachment 1 – Application  
Attachment 2 - Public Works Inspection Report



**Planning Department**  
 231 NE Fifth Street ◦ McMinnville, OR 97128  
 (503) 434-7311 Office ◦ (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

<b>Office Use Only:</b>	
File No.	L 47-23
Date Received	10/23/23
Fee	\$160.00
Receipt No.	202977
Received by	AW

569-23-000579-PLNG

## Street Tree Removal

### Applicant Information

Applicant is:  Property Owner  Contract Buyer  Option Holder  Agent  Other \_\_\_\_\_

Applicant Name John and Jennifer Colvin Phone 503-382-9164

Contact Name Jennifer Colvin Phone 503-382-9164  
*(If different than above)*

Address 1520 NW Cabernet Ct.

City, State, Zip McMinnville, OR 97128

Contact Email JenniferColvin@Protonmail.com

### Property Owner Information

Property Owner Name John and Jennifer Colvin Phone 503-382-9164  
*(If different than above)*

Contact Name Jennifer Colvin Phone 503-382-9164

Address 1520 NW Cabernet Ct.

City, State, Zip McMinnville, OR 97128

Contact Email Jennifercolvin@protonmail.com

### Site Location and Description

*(If metes and bounds description, indicate on separate sheet)*

Property Address 1520 NW Cabernet Ct. McMinnville, Or 97128

*(Property nearest to tree(s) for removal)*  
 Assessor Map No. R4 .417BB 03200 Total Site Area 7816 SF

Subdivision Oak Ridge Subdivision Block \_\_\_\_\_ Lot 3

Comprehensive Plan Designation Residential Zoning Designation R-2

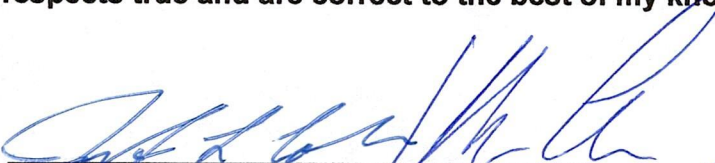
**Additional Information**


- 1. How many trees are requested for removal? 1
- 2. What type (species) of tree(s) are they? Birch
- 3. What is the diameter of the tree(s), measured four feet above ground level? 8"
- 4. Why are you requesting the removal of the noted tree(s)? (See "Removal Criteria" on attached Information Sheet.) Explain which of the criteria is addressed through this application. The tree is dead.  
Birch trees have been dying from the beetle. We will replace it  
with with a red rocket maple or similar maple tree as our neighbors have done, when replacing  
problem trees, for aesthetic congruence .

In addition to this completed application, the applicant must provide the following:

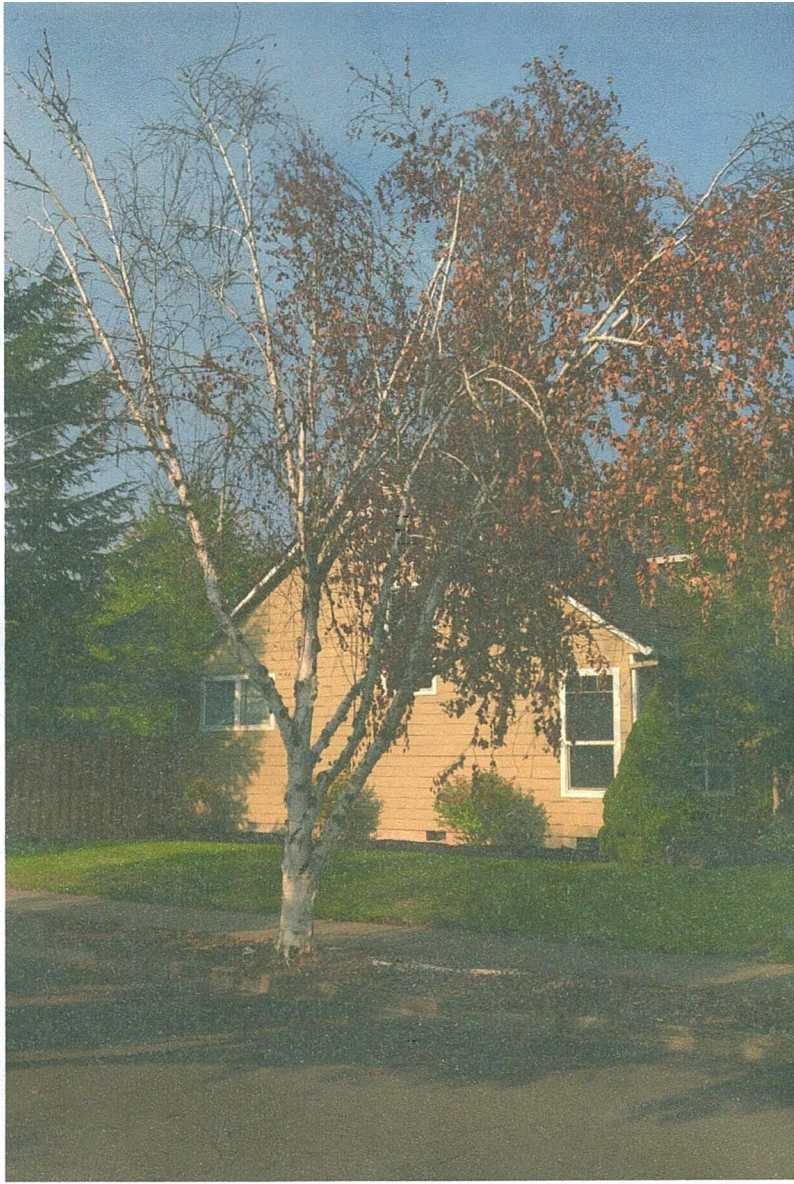
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the tree(s) subject to the removal request, property lines, sidewalks, adjacent utilities (including overhead), north direction arrow, and adjacent streets.
- Arborist report, photographs, and/or other information which would help substantiate or clarify your request.

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

 10-23-2023  
Applicant's Signature Date

 10-23-2023  
Property Owner's Signature Date







cable etc. Gas

Sewer

Electric  
Water

Dead Tree

1520

North

NW Oak Ridge Dr

NW Baker Creek Rd





# ESTIMATE

Pacific Arbor Care LLC  
585 NW Coventry Way  
McMinnville, OR 97128-5329

pacificarborcare@gmail.com  
503-457-8390



## Jennifer Colvin

**Bill to**  
Jennifer Colvin  
1520 NW Cabernet Court  
McMinnville, OR 97128

### Estimate details

Estimate no.: 1269  
Estimate date: 10/15/2023  
Expiration date: 12/15/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Tree Removal</b> Remove expired Birch Tree. Due to Bronze Birch Borer Beetle. Dilapidated Birch tree and limbs are unstable.		1	\$0.00	\$0.00
					<b>Total</b>	<b>\$0.00</b>
					Expiry date	12/15/2023



**From:** [David Renshaw](#)  
**To:** [Adam Tate](#); [Amy M. Gonzales](#); [Jen Hawkins](#); [Jeff Gooden](#)  
**Subject:** RE: Street Tree Removal Request for Comment L 47-23  
**Date:** Tuesday, October 31, 2023 2:12:50 PM  
**Attachments:** [image001.png](#)

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Hi Adam, and thank you for the opportunity to comment on this proposal. Please find our comments below:

**Site Review:**

1. NW Cabernet Court is a local roadway in the McMinnville TSP.
2. This section of NW Cabernet Court has set back sidewalks with a 4' planter.
3. From the submittals, the tree in question was a birch tree that the applicant indicated was dead. Upon inspection on 31 October 2023, the tree had already been removed and the stump cut to grade. Based on that, no observations could be made about health or structural issues.
4. The tree was planted in a 4' planter with landscape rock as ground cover.
5. There was no observed damage to the sidewalk, curb or gutter.
6. There are no overhead conflicts in the form of electrical and communications facilities.

**Recommendations:**

1. Staff would recommend approval of this application.
2. Recommended conditions of approval:
  - a. All costs related to removal to be borne by the property owner.
  - b. Stump to be ground 6" below grade.
  - c. Applicant to call for utility locates prior to stump grinding and/or planting.
  - d. Replacement tree shall be 2" caliper minimum, shall be a variety acceptable to the Planning Department and shall be planted as per the approved City detail.
  - e. Replacement tree shall be planted no less than 20' from the adjacent intersection. There is ample room in the park strip to plant the tree further south as well.
  - f. Applicant shall contact Public Works Operations (503.434.7316) for an inspection prior to backfilling a newly planting tree.

Thanks, and please let us know if you have any questions.

david

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**From:** Adam Tate <Adam.Tate@mcminnvilleoregon.gov>  
**Sent:** Monday, October 30, 2023 5:43 PM  
**To:** David Renshaw <David.Renshaw@mcminnvilleoregon.gov>; Amy M. Gonzales <amg@mc-power.com>; Jen Hawkins <JenH@mc-power.com>; Jeff Gooden <Jeff.Gooden@mcminnvilleoregon.gov>

**Subject:** Street Tree Removal Request for Comment L 47-23

**Importance:** High

Hey everyone,

Here is another tree removal permit that has come in. This one is for a dead Birch tree at 1520 NW Cabernet Court.

Please review and get any comments to me by Friday, November 3<sup>rd</sup> please.

Thank you everyone!



**City of  
McMinnville**

**Adam Tate**

**Associate Planner / LEED Green Associate**

**503-434-7330**

**231 NE Fifth Street McMinnville, OR**

**[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)**

## **EXHIBIT 2 - STAFF REPORT**

**DATE:** November 15, 2023  
**TO:** Landscape Review Committee Members  
**FROM:** Tom Schauer, Senior Planner  
**SUBJECT:** Landscape Plan Review Application (L 48-23)

### **STRATEGIC PRIORITY & GOAL:**



### **GROWTH & DEVELOPMENT CHARACTER**

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

**OBJECTIVE/S:** Strategically plan for short and long-term growth and development that will create enduring value for the community

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### **Report in Brief:**

This proceeding is a review by the Landscape Review Committee of a Landscape Plan Review application for proposed landscaping on property located at 455 NE Irvine Street, Tax Lots R4421BD 2400 & 2601, within the C-3 (General Commercial) Zone and in Northeast Gateway Planned Development Overlay, Ordinance 4971. Staff has reviewed the application for consistency with the applicable criteria, and recommends approval of the application, subject to the conditions specified in the attached Decision Document.

### **Discussion:**

#### ***Subject Property and Plan***

Please refer to the Decision Document for vicinity maps, proposed plan, and background information.

#### ***Summary of Criteria & Issues***

Decisions and/or recommendations for approval of the land use application are dependent upon whether the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code (MMC). The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

As required in 17.57.070(B), the following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:

1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.

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#### ***Attachments:***

Attachment A – Decision, Conditions, Findings of Fact and Conclusionary Findings For L 48-23

2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.
3. The retention of existing trees and natural areas that may be incorporated in the development of the project. The existing grade should be preserved to the maximum practical degree. Existing trees shall be provided with a watering area equal to at least one-half the crown area.
4. The development and use of islands and plantings therein to break up parking areas.
5. The use of suitable street trees in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus.
6. Suitable watering facilities or irrigation systems must be included in or near all planted areas.

Since the property is within the NE Gateway Overlay Zone, the applicable site/parking lot landscaping standards also apply.

### **Attachments**

1. Decision Document with Attached Application

### **Landscape Review Committee Options**

1. **APPROVE** the application, per the decision document provided which includes the findings of fact and conditions of approval.
2. **APPROVE** the application with additional conditions of approval, providing findings of fact for the inclusion of additional conditions.
3. **CONTINUE** the application, requesting the applicant to submit more information or details for review.
4. **DENY** the application, providing findings of fact for the denial in the motion to deny.

### **Staff Recommendation:**

Staff has reviewed the application for consistency with the applicable criteria. Staff finds that, subject to the recommended conditions specified in the attached Decision Document, the application submitted by the applicant contains sufficient evidence to find the applicable criteria are satisfied.

Staff **RECOMMENDS APPROVAL** of the application, subject to the conditions specified in the attached Decision Document.

### **Suggested Motion:**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE THE DECISION DOCUMENT AND APPROVE THE LANDSCAPE PLAN REVIEW APPLICATION L 48-23 SUBJECT TO THE CONDITIONS SPECIFIED IN THE DECISION DOCUMENT**

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*Attachments:*

Attachment A – Decision, Conditions, Findings of Fact and Conclusionary Findings for L 48-23



CITY OF MCMINNVILLE  
COMMUNITY DEVELOPMENT  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128  
503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A LANDSCAPE PLAN REVIEW FOR PROPERTY AT 455 NE IRVINE STREET**

- DOCKET:** L 48-23 (Landscape Plan Review)
- REQUEST:** Approval of a Landscape Plan Review for property at 455 NE Irvine Street
- LOCATION:** **455 NE Irvine Street**, Tax Lots R4421BD 2400 & 2601
- ZONING/Overlay:** C-3 (General Commercial)  
NE Gateway Overlay District
- APPLICANT:** McKenzie Rosenberry on behalf of property owner Carlton Hub LLC
- STAFF:** Tom Schauer, Senior Planner
- DATE DEEMED COMPLETE:** November 2, 2023
- DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.
- MEETING DATE & LOCATION:** November 15, 2023, McMinnville Community Development Center, 231 NE 5<sup>th</sup> Street, and via Zoom online meeting
- PROCEDURE:** Landscape plans are required to be reviewed and approved by the Landscape Review Committee as described in Section 17.57.050 (Plans-Submittal and review-Approval-Time limit for completion) of the McMinnville Zoning Ordinance.
- CRITERIA:** The applicable criteria are specified in Section 17.57.070 (Area Determination – Planning factors) of the McMinnville Zoning Ordinance, McMinnville City Code.
- APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.57.170 of the McMinnville Zoning Ordinance.
- COMMENTS:** This matter was referred to the following public agencies for comment: McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light. Their comments are provided in this document. No public notice of the application was required by the McMinnville Zoning Ordinance. No additional comments were received by the Planning Department.

**DECISION**

Based on the findings and conclusionary findings, the Landscape Review Committee finds the applicable criteria are satisfied with conditions and recommends **APPROVAL** of the Landscape Plan (L 48-23) **subject to the conditions of approval provided in Section II of this document.**

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**DECISION: APPROVAL WITH CONDITIONS**  
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Planning Staff: \_\_\_\_\_ Date: \_\_\_\_\_  
Tom Schauer, Senior Planner

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Heather Richards, Planning Director

## **I. APPLICATION SUMMARY:**

### ***Subject Property & Request***

The subject site is located at 455 NE Irvine Street, Tax Lot R4421BD 2400 and 2601. **See Figure 1 (Vicinity Map).** The property is zoned C-3 (General Commercial) and is within the Northeast Gateway Overlay District **See Figure 2 (Zoning Map).**

The subject property has been through a series of land use decisions and changes since 2018. The property is within the NE Gateway Overlay zone. It was previously zoned M-1 Light Industrial and used as the Elizabeth Chambers winery and tasting room. The current property owner has applied for land use decisions to use the property for event space, more than the limited area for a tasting room than was allowed in the M-1 industrial zone. The owner applied for a comprehensive plan map amendment and zone change from M-1 Light Industrial to C-3 General Commercial (Dockets CPA 1-22 & ZC 2-22) which was approved in August 2022.

There was previously a row of trees along the west property line abutting the railroad tracks and the adjacent tax lot owned by the railroad. **See Figure 3.** The property owner removed those trees, and the area is currently being used for equipment storage. **See Figure 4.**

The applicant is in process of pursuing building permits for the new use. That use has more intensive off-street parking requirements than the previous winery/tasting room use. The area west of the building between the building and the property line wasn't previously wide enough to accommodate a double-loaded parking aisle when the westerly row of trees was present. To accommodate the required off-street parking for the new proposed use, that area would need to be reconfigured to accommodate a double-loaded parking aisle. That portion of the property can't accommodate the full amount of off-street parking required for the use, and therefore, the applicant recently applied for a parking variance (VR 2-23) to allow a reduction. The Zoning Ordinance has provisions that authorize a parking variance for historic properties. The parking calculations initially required a minimum of 41 parking spaces, reduced to a requirement for 39 as a result of providing bicycle parking spaces, which allows for an offset in required vehicular parking spaces. However, the property owner can only accommodate 34 parking spaces on the property due to site configuration and location of areas adjacent to the building needed for access to the building without being obstructed by parking spaces. The request for a parking variance authorizing a reduction to 34 off-street parking spaces was approved

The applicant's site plan and landscape plan show the requested/required 34 parking spaces. **See Figure 5.** The Zoning Ordinance specifies that a minimum of 65% of spaces must be standard sized spaces, and others are the required ADA spaces and a portion of spaces can be compact sized spaces. The site plan shows 79% of the spaces (27) are standard spaces. To achieve a double-loaded parking aisle that provides the minimum 34 off-street parking spaces, the remaining width west of the parking spaces is limited in width. The applicant is proposing screening along the west property line with 38 evergreen clematis.

The landscape plan doesn't clearly/accurately identify the location of existing landscaping on the site. The majority of the site has an evergreen hedge between the parking lot area and 5<sup>th</sup> Street and between the parking lot area and 4<sup>th</sup> Street. There is a gap in the hedge generally in the location south of parking space 34 shown on the plan.

The hedge also wraps around the existing outdoor area at the southeast corner of the property. There are also street trees in some of the planting strips along the frontage of the property, but the landscape plan doesn't accurately depict the location of those existing trees. In addition to other differences, there are no street trees north of parking space 1 or south of parking space 21.

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### ***Attachments :***

Attachment 1 – Application and Attachments

As addressed in the criteria below, parking lots are typically required to be broken up with landscape islands and end islands containing trees to provide shading of paved areas. These are typically required to be distributed at approximately every 6 to 10 spaces for certain specified uses. It doesn't appear that full length end islands or a full-length landscape island at the midpoint of the parking area could be provided without reducing the off-street parking below the minimum requirement. However, trees could potentially be incorporated by reducing the size of some of the westerly parking spaces to 16-foot long compact spaces rather than 19-foot long standard spaces to provide additional planting area for trees, which would appear to provide 5 or 6 feet deep planting areas at those locations. This could be done at each end and the middle, and there would still be sufficient standard-sized parking spaces to meet the 65% minimum requirement. In addition, unless there are conflicts with the proximity to the railroad or other conflicts, street trees could potentially be added to the planter strips to the north and south of the parking lot.

Staff recommends approval of the landscape plan with revisions/conditions to incorporate trees into the parking lot area to address applicable criteria, while still accommodating the required 34 off-street parking spaces.

**Figure 1: Aerial Photo/Vicinity Map**

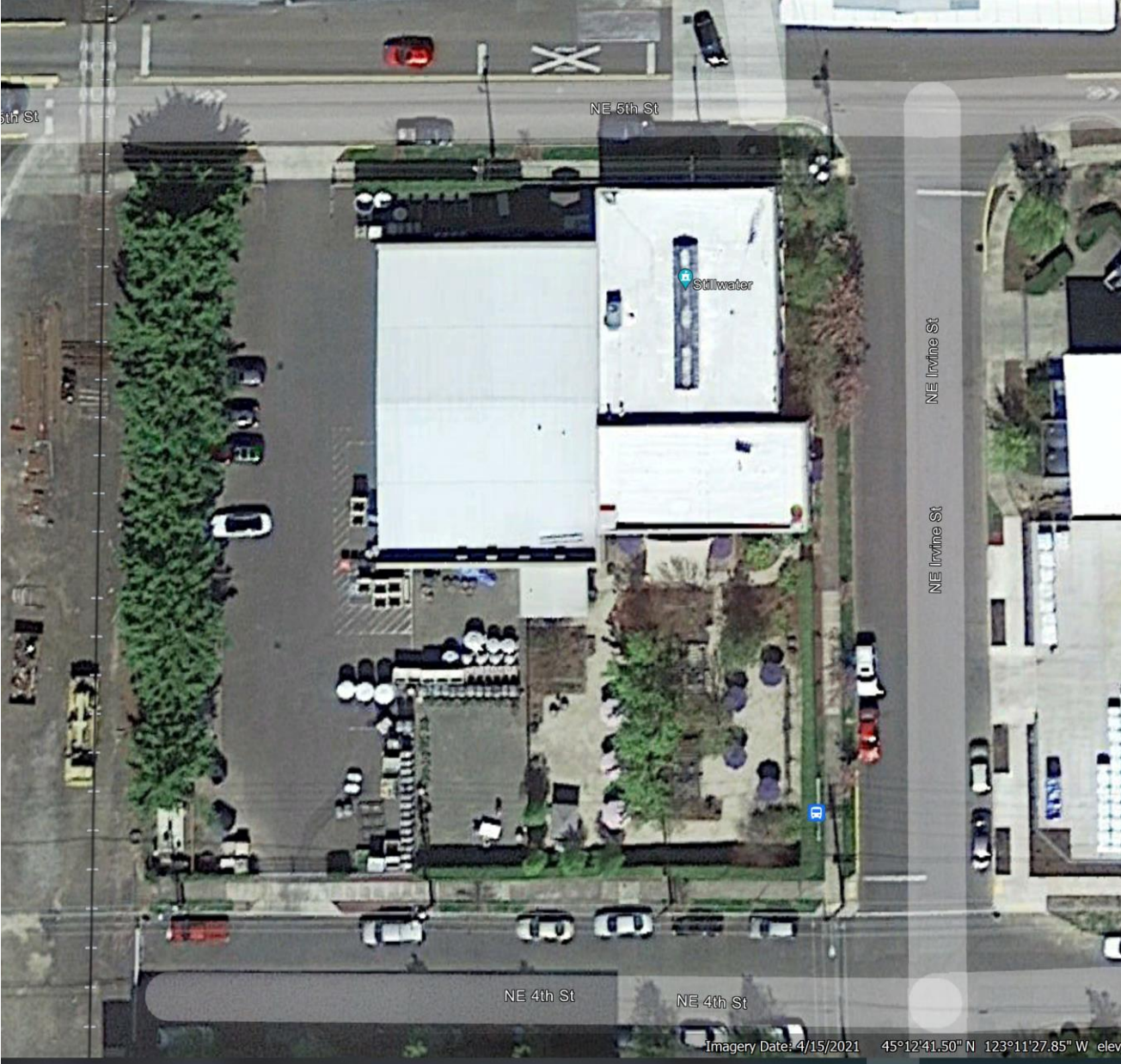




**Figure 2: Zoning Map**



Figure 3: Aerial Photo (Before Tree Removal)



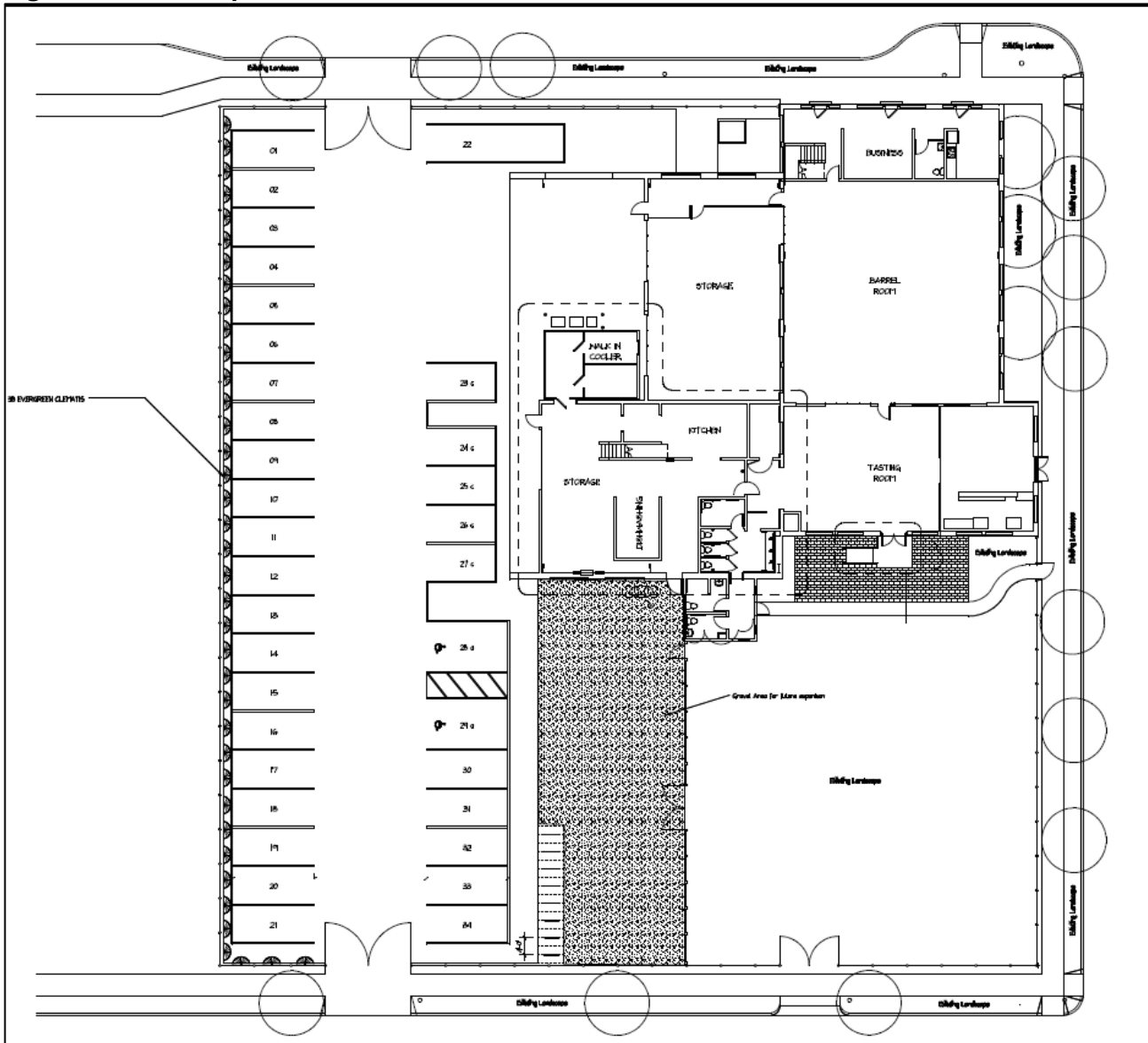
**Figure 4A. Street View from 5<sup>th</sup> Street (After Tree Removal)**



**Figure 4B. Street View from 4<sup>th</sup> Street (After Tree Removal)**



Figure 5. Landscape Plan and Plant List



Key	Qty	Botanical Name	Common Name	Size/Condition
Vines				
Ca	38	Clematis armandii	EVERGREEN CLEMATIS	1 Gal

- \* Existing landscape meets percentage requirements for the site
- \* Existing irrigation is in place
- \* Planting of Evergreen Clematis on the fence line adjacent to the rail road tracks for screening

### **Summary of Criteria**

Decisions and/or recommendations for approval of the land use application are dependent upon whether the application meets state regulations, the McMinnville Comprehensive Plan and the McMinnville Municipal Code (MMC). The application can either meet these criteria as proposed, or a condition of approval can be provided that either outlines what needs to occur to meet the criteria or when something needs to occur to meet the criteria.

The proposed development is on land zoned C-3 (General Commercial). McMinnville Municipal Code (MMC) Section 17.57.030 requires landscaping in the C-3 zone. Therefore, landscaping is required subject to the criteria and standards described in MMC Chapter 17.57-Landscaping.

Since the property is within the NE Gateway Overlay Zone, the applicable site/parking lot landscaping standards also apply.

### **II. CONDITIONS:**

1. The applicant shall submit a revised landscape plan to the Planning Department for review and approval, incorporating applicable revisions described in conditions below.
  - a. Show the accurate location of the existing landscaping, hedges, and street trees.
  - b. Show the delineation of the existing and proposed paved and landscaped areas, including existing and proposed curbing and wheel stops.
  - c. Reduce the depth of parking spaces 1, 8, 14, and 21 from 19 feet standard spaces to 16 feet compact spaces and add trees at the widened westerly planting area at the end of these spaces.
  - d. Unless there is a conflict with the railroad or utilities, add street trees to the planter strip north of space 1 and south of space 21, or south of space 34. There is an existing tree north of space 22. (The current plan shows existing trees in these locations which aren't present). The specified street trees shall be selected from the City's street tree list from trees suitable for planting under overhead utilities.
  - e. Identify any proposed exterior lighting and method of shielding/downcast lighting.
2. The landscape plan indicates "existing irrigation is in place." Clarify the nature of existing irrigation.
3. Restore evergreen hedge where gap is present in vicinity south of parking space 34.
4. Once approved, the applicant shall install landscaping as shown on the revised and approved landscape plans addressing the items above. Landscaping shall be installed prior to final inspection for the building permit, or the applicant shall provide financial surety as specified in the Zoning Ordinance, and landscaping shall be completed no later than 6 month from final inspection.
5. All landscaping approved by the Landscape Review Committee and required as conditions of approval shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement. Existing landscaping to be retained shall be considered part of the approved landscape plan.
6. All street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above grade. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees

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shall be free of insects, diseases, mechanical injury, and other objectionable features when planted.

7. That planting of street trees shall be subject to the McMinnville design drawings and specification. The applicant shall provide root barrier protection in order to minimize sidewalk and tree root conflicts. The barrier shall be placed on the public sidewalk side of the tree and the curb side of the tree. The root barrier protection shall be provided to a minimum depth of eighteen (18) inches. Two (2) deep watering tubes shall be provided to encourage deep rooting.
8. The applicant shall schedule an inspection with the McMinnville Public Works Superintendent of the installed root barrier and watering tubes prior to any street tree planting. Trees intended for planting shall be on-site and available for inspection. The applicant shall contact the McMinnville Public Works Superintendent, at (503) 434-7316 to schedule a planting inspection prior to backfilling.
9. The applicant is reminded that street trees are not to be planted within:
  - a. Five (5) feet of a private driveway or alley;
  - b. Ten (10) feet of a fire hydrant, transformer, power or water vault, water meter box, utility pole, sanitary sewer, storm or water line; or
  - c. Twenty (20) feet of street light standards or street intersections.
10. The applicant shall contact the appropriate utility-locate service (dial 811 or 800-332-2344) prior to any planting excavation to ensure that underground utilities are not damaged.
11. All street trees shall be continually maintained, including necessary watering, weeding, pruning, and replacement, by the developer or property owner for one full growing season following planting. Maintenance of the street trees shall be the continuing obligation of the abutting property owner.
12. Lighting of parking and landscaped areas shall be directed into or on the site and away from property lines. Building accent lighting shall be directed and/or shielded to place light on the intended target, and not result in skyward glare.

### **III. ATTACHMENTS:**

1. L 48-23 Application and Attachments (on file with the Planning Department)

### **IV. COMMENTS:**

#### **Agency Comments**

This matter was referred to the following public agencies for comment: McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light.

Comments may still be received through November 14, 2023 and will be provided to the Committee before or at the meeting. The following comments were received:

City of McMinnville Public Works:

No comments received as of November 8, 2023

McMinnville Water and Light

MW&L has the following comments: Water: Maintain clearances around existing water utilities. See details: WMCLEAR, VR & VAULTCLEAR

McMinnville Engineering

Responded with no comments.

**Public Comments**

No public notice of the application was provided by the City of McMinnville, as Landscape Plan Review applications are reviewed by the process described in Section 17.57.050 of the McMinnville Zoning Ordinance which does not require public notification. No public comments were received prior to the Planning Director's decision.

**V. FINDINGS OF FACT - PROCEDURAL FINDINGS**

1. The application was submitted on October 26, 2023.
2. The application was deemed complete on November 2, 2023. Based on that date, the application is subject to a 30-day review timeframe.
3. Notice of the application was referred to the following public agencies for comment on November 7, 2023: McMinnville Public Works, McMinnville Engineering, and McMinnville Water and Light. Comments received from public agencies are addressed in the Decision Document.
4. No public notice of the application was provided by the City of McMinnville, as Landscape Plan Review applications are reviewed by the process described in Section 17.57.050 of the McMinnville Zoning Ordinance, which does not require public notification. No public comments were received prior to the public meeting.
5. A public meeting was held by the Landscape Review Committee on November 15, 2023, to review the application and proposed landscape plan.

**VI. FINDINGS OF FACT - GENERAL FINDINGS**

1. **Location:** 455 NE Irvine Street; Tax Lot R4421BD 2400 NS 2601
2. **Size:** The lot is approximately 0.9 acres
3. **Comprehensive Plan Map Designation:** Commercial
4. **Zoning:** C -3
5. **Overlay Zones/Special Districts:** Northeast Gateway Planned Development Overlay District (Ordinance No. 4971)
6. **Current Use:** Developed and being converted to an event space
7. **Inventoried Significant Resources:**
  - a. **Historic Resources:** Existing historic resource
  - b. **Other:** None
8. **Other Features:** There are no significant or distinguishing natural features associated with this property.
9. **Utilities:** Utilities are available to the site. Overhead utilities are present along 4<sup>th</sup> Street and 5<sup>th</sup> Street
10. **Transportation:** The property makes up a block which is bounded by frontage on 4th Street to the south, 5th Street to the north, and Irvine Street to the east. The property abuts the railroad right-of-way and property to the west. 5th Street is a minor collector. 4th Street and Irvine Street are local access streets

## **VII. CONCLUSIONARY FINDINGS:**

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable planning factors for a Landscape Plan Review are specified in Section 17.57.070 of the Zoning Ordinance. The applicable standards for Street Trees are specified in Section 17.58.090 of the Zoning Ordinance

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

### **Comprehensive Plan Volume II:**

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

**GOAL X 1:** *TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMinnville.*

*Policy 188.00: The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED.** McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Landscape Review Committee review of the request and recommendation at an advertised public meeting. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

### **McMinnville Zoning Ordinance**

The following Sections of the McMinnville Zoning Ordinance provide criteria applicable to the request:

#### **Chapter 17.57 Landscaping**

**17.57.010 Purpose and intent.** *The purpose and intent of this Chapter is to encourage and, where appropriate, require the use of landscape elements, particularly plant materials, in proposed developments in an organized and harmonious manner that will enhance, protect and promote the economic, ecological and aesthetic environment of McMinnville. Landscaping is considered by McMinnville to be an integral part of a complete comprehensive development plan. The City recognizes the value of landscaping in achieving the following objectives:*

*A. Provide guidelines and standards that will:*

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1. Reduce soil erosion and the volume and rate of discharge of storm water runoff.
  2. Aid in energy conservation by shading structures from energy losses caused by weather and wind.
  3. Mitigate the loss of natural resources.
  4. Provide parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use.
  5. Create safe, attractively landscaped areas adjacent to public streets.
  6. Require the planting of street trees along the City's rights-of-way.
  7. Provide visual screens and buffers that mitigate the impact of conflicting land uses to preserve the appearance, character and value of existing neighborhoods.
  8. Provide shade, and seasonal color.
  9. Reduce glare, noise and heat.
- B. Promote compatibility between land uses by reducing the visual noise and lighting impacts of specific developments on users of the site and abutting properties.
- C. Unify development and enhance and define public and private places.
- D. Preserve existing mature trees.
- E. Enhance the urban forest and tree canopy.
- F. Encourage the use of plants native to the Willamette Valley to the maximum extent feasible, in order to reduce watering requirements and agricultural chemical applications, and to provide a sense of regional identity with plant communities unique to the area.
- G. Establish and enhance a pleasant visual character and structure to the built environment that is sensitive to safety and aesthetic issues.
- H. Support McMinnville as a community that cares about its appearance.

It is further recognized that landscaping increases property values, attracts potential residents and businesses to McMinnville, and creates safer, more pleasant living and working environments for all residents and visitors to the city.

The guidelines and standards contained in this chapter serve to help McMinnville realize the objectives noted above. These guidelines and standards are intended as minimum standards for landscape treatment. Owners and developers are encouraged to exceed these in seeking more creative solutions both for the enhanced value of their land and for the collective health and enjoyment of all citizens of McMinnville. The landscaping provisions in Section 17.57.070 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020.

**APPLICANT'S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** Subject to conditions of approval that specify the addition of trees, the proposed landscape plan is consistent with the purpose of this chapter.

**17.57.030 Zones where required.** Landscaping shall be required in the following zones except as otherwise noted:

- A. R-4 (Multiple-Family Residential zone, except the construction of a Single-Family or Two-Family Residential unit);
- B. C-1 (Neighborhood Business zone);
- C. C-2 (Travel Commercial zone);
- D. C-3 (General Commercial zone);
- E. O-R (Office/Residential zone);

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- F. M-L (Limited Light Industrial zone);
- G. M-1 (Light Industrial zone);
- H. M-2 (General Industrial zone).

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED/APPLICABLE.** The proposed development is within the C-3 (General Commercial) zone; therefore, landscaping is required subject to landscaping requirements of commercial zones and the criteria and standards described in Chapter 17.57 – Landscaping.

**17.57.070 Area Determination – Planning Factors.**

**17.57.070(A).** *Landscaping shall be accomplished within the following ranges:*

2. *Commercial, at least seven percent of the gross area. This may be reduced to not less than five percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The applicant has calculated that 20% of the site is landscaped, including the outdoor area on the southeast corner of the site.

**17.57.070(B).** *The following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:*

**17.57.070(B)(1).** *Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The predominant changes are to the landscaping abutting the railroad property. Most of the parking lot area proposed for revision is currently screened with a hedge along the 4<sup>th</sup> Street and 5<sup>th</sup> Street frontages. The proposed landscaping with incorporation of trees will provide for compatibility with surrounding and abutting properties.

**17.57.070(B)(2).** *Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The proposed evergreen clematis will provide screening within the narrow planting area west of the parking lot. Trees required as a condition of approval will provide for additional screening with use of shade trees.

**17.57.070(B)(3).** *The retention of existing trees and natural areas that may be incorporated in the development of the project. The existing grade should be preserved to the maximum practical degree. Existing trees shall be provided with a watering area equal to at least one-half the crown area.*

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** Trees were previously removed and screening would be achieved through evergreen clematis and shade trees based on the applicant’s plan and conditions of approval. There are no existing trees or natural areas to be incorporated into the portion of the site being modified.

**17.57.070(B)(4).** *The development and use of islands and plantings therein to break up parking areas.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The applicant’s plan doesn’t include any proposed trees in the parking area. While there are site limitations for incorporation of end islands while also meeting minimum parking requirements, this can be achieved through adjustments to the plan to revise some spaces to compact spaces providing additional area for incorporation of trees as provided in the conditions of approval.

**17.57.070(B)(5).** *The use of suitable street trees in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** Where conditions of approval specify parking lot trees and/or street trees, they shall be selected consistent with the approved list and not select any of the prohibited trees noted above.

**17.57.070(B)(6).** *Suitable watering facilities or irrigation systems must be included in or near all planted areas.*

**APPLICANT’S RESPONSE:** The applicant indicated existing irrigation is in place.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval requires the applicant to clarify the nature of the exiting irrigation system.

**17.57.070(C)** *All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** This is a requirement of the Zoning Ordinance and has also been incorporated as a condition of approval.

**Chapter 17.58. Trees**

**17.58.010 Purpose.** *The purpose of this ordinance is to establish and maintain the maximum amount of tree cover on public and private lands in the city; reduce costs for energy, stormwater management, and erosion control; provide tree-lined streets throughout the city; select, situate and maintain trees appropriately to minimize hazard, nuisance, damage, and maintenance costs; to enhance the appearance, beauty and charm of the City; to increase property values and build stronger ties within neighborhoods; to implement applicable adopted Downtown Improvement Plan provisions; to promote a diverse, healthy, and sustainable community forest; and to educate the public regarding community forest issues.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval specifies planting of street trees in the planter strips adjacent to the parking lot unless there are irreconcilable railroad or utility conflicts.

**17.58.080 Street Tree Planting—When Required.** All new multi-family development, commercial or industrial development, subdivisions, partitions, or parking lots fronting on a public roadway which has a designated curb-side planting strip or planting island shall be required to plant street trees in accordance with the standards listed in Section 17.58.090.

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The proposed development is a new parking area on site that is already developed. This applies to the right-of-way and planting strip adjacent to the parking area.

**17.58.090 Street Tree Standards.**

**17.58.090(A).** The species of the street trees to be planted shall be chosen from the McMinnville Street Tree List, as approved by Resolution 2016-22, unless approval of another species is given by the McMinnville Landscape Review Committee. The Landscape Review Committee may periodically update the McMinnville Street Tree List as necessary to reflect current arborist practices and industry standards.

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A revised street tree list updating the McMinnville Street Tree List approved by Resolution 2016-22 was developed by the Landscape Review Committee and approved by Resolution 2019-26. The proposed landscape plan does not indicate street trees. Therefore, a condition is necessary to ensure that street trees are planted in the strip are from the approved list of street trees.

**17.58.090(B).** Street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** A condition of approval is included to ensure that street trees shall meet City standards for size and quality at the time of planting.

**17.58.090(C).** Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) should be spaced no greater than 20 feet apart; medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) should be spaced no greater than 30 feet apart; and large trees (over 40 feet tall and more than 35 feet wide branching) should be spaced no greater than 40 feet apart. Within residential developments, street trees should be evenly spaced, with variations to the spacing permitted as approved by the City for specific site limitations and safety purposes. [...]

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The trees selected for the available planting areas shall be consistent with this standard.

**17.58.090(D).** *When located adjacent to a local residential street or minor collector street, street trees shall be planted within a curbside landscape strip measuring a minimum of three (3) feet in width. Street trees adjacent to major collector streets or arterial streets shall be placed a minimum of four (4) feet from the back edge of the sidewalk. In no case shall a tree be planted closer than two and one-half (2 1/2) feet from the face of a curb.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The street trees specified in the conditions shall be planted within the existing planter strip.

**17.58.090(E).** *Street trees shall not be planted within ten (10) feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines, or within twenty (20) feet of street light standards or street intersections, or within five (5) feet of a private driveway or alley. New utility poles shall not be located within five (5) feet of an existing street tree. Variations to these distances may be granted by the Public Works Director and as may be required to ensure adequate clear vision.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** The street trees shall be located and planted per the conditions of approval, including the requirements of this standard.

**17.58.090(F).** *Existing street trees shall be retained unless approved by the Planning Director for removal during site development or in conjunction with a street construction project. Sidewalks of variable width and elevation may be utilized as approved by the Planning Director to save existing street trees. Any street tree removed through demolition or construction within the street right-of-way, or as approved by the City, shall be replaced within the street right-of-way at a location approved by the city with a tree, or trees, of similar value. As an alternative the property owner may be required to pay to the City an amount sufficient to fund the planting and establishment by the city of a tree of similar value. The value of the existing street tree to be removed shall be calculated using the methods set forth in the edition then in effect of the “Guide for Plant Appraisal” published by the International Society of Arboriculture Council of Tree Landscape Appraisers. The developer or applicant shall be responsible for the cost of the planting, maintenance and establishment of the replacement tree.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** No street trees are proposed for removal.

**17.58.120 Street Tree Maintenance.**

- A. *Street trees shall be continually maintained, including necessary watering, weeding, pruning and replacement, by the developer or property owner for one full growing season following planting, or as may be required by the City.*
- B. *Street tree plans, or landscape plans including street trees, shall be maintained in perpetuity. In the event that a street tree must be replaced, the adjacent property owner or developer shall plant a replacement tree of a species from the approved street tree or landscape plan.*
- C. *Maintenance of street trees, other than those located in the Downtown Tree Zone shall be the continuing obligation of the abutting property owner. The City shall undertake regular maintenance of street trees within the Downtown Tree Zone in accordance with appropriate horticultural practices including pruning and fertilizing to properly maintain the health of such trees.*
- D. *Street trees, as they grow, shall be pruned to provide at least eight (8) feet of clearance above sidewalks and thirteen (13) feet above local streets, fifteen (15) feet above collector streets, and eighteen (18) feet above arterial streets. This provision may be waived in the case of newly planted trees so long as they do not interfere with public travel, sight distances, or endanger public safety*

Attachments :

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as determined by the City. Major pruning, as defined in Section 17.58.020, of a street tree must be approved by the City in accordance with Section 17.58.040.

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** This is an applicable code requirement. In addition, a condition of approval has been included to ensure that the street trees are continually maintained, including necessary watering, weeding, pruning, and replacement, by the developer or property owner for one full growing season following planting. Maintenance of the street trees shall be the continuing obligation of the abutting property owner.

**Northeast Gateway Planned Development Overlay**

The following Sections of the Northeast Gateway Planned Development Overlay (Ordinance No. 4971) provide criteria applicable to the request:

**Section 10 – Landscaping.** Landscaping plans are subject to the review and design standards outlined in Chapter 17.57 (Landscaping) of the Zoning Ordinance and as noted below:

All Zones:

- A. Landscaping shall be provided between the public street right-of-way and the front building line, exclusive of pedestrian walkways, patios, plazas, and similar facilities. Such landscaping shall be designed to provide interest to pedestrians and shall be maintained at a height no more than three (3) feet so that it is not site obscuring.

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** This project does not propose changes to existing landscaping between the public street and the building.

- B. Off-street parking located behind the building but visible from the public right-of-way shall be screened through the provision of a continuous row of shrubs, or a fence or seating wall, not less than three feet and no more than four feet high.

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The existing hedge screening of the parking lot also screens the existing chain link fence. It exceeds four feet in height, but no change is proposed to that hedge screening. The new landscaping is along the west property line abutting the railroad property.

- C. Off-street parking areas with 10 (ten) or more parking spaces shall have, at a minimum, internal landscaping designed to visually break up a paved parking area as follows:
  - 1. Landscaped islands and peninsulas shall be evenly distributed throughout all parking areas and separated no more than 60 feet from another. Such islands shall be provided with raised curbs, be a minimum of five feet in width, and shall each contain at least one deciduous tree. To achieve the maximum canopy coverage, all trees shall be non-columnar.

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** Thirty-four parking spaces are proposed and required. Conditions of approval provide for adjustments to the plan to make some parking spaces on the west aisle compact spaces to provide additional parking area for trees to achieve trees along the west property line approximately every 60 feet.

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- D. Lighting of parking and landscaped areas shall be directed either into or on the site and away from property lines. Building accent lighting shall be directed and/or shielded to place light on the intended target, and not result in skyward glare.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED WITH CONDITIONS.** No lighting is indicated on the proposed site plans. Since no details are provided about light fixtures or photometrics, a condition of approval is included to ensure any lighting of parking and landscaped areas be directed into or on the site and away from property lines. Building accent lighting shall be directed and/or shielded to place light on the intended target and not result in skyward glare.

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Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No. L 48-23
Date Received 10/26/23
Fee \$1,207.00
Receipt No. 208984
Received by AW

569-23-000585-PLNG

Landscape Plan Review Application

Applicant Information

Applicant is: [x] Property Owner [ ] Contract Buyer [ ] Option Holder [ ] Agent [ ] Other

Applicant Name McKenzie Rosenberry Phone 971-901-2812

Contact Name (If different than above) Phone

Address 15990 NW Red Shot Lane

City, State, Zip Carlton, OR 97111

Contact Email mckenzie@theground.love

Property Owner Information

Property Owner Name Carlton HUB LLC. Phone (If different than above)

Contact Name McKenzie Rosenberry (same as above) Phone

Address

City, State, Zip

Contact Email

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 455 NE Irvine St. | McMinnville, OR 97128

Assessor Map No. R4 4 - 21 - BD 02601 & 2400 Total Site Area .51 + .39 = 0.90 acres

Subdivision Block Lot

Comprehensive Plan Designation Commercial Zoning Designation C-3 (General Commercial)



**Landscaping Information**

1. Total Landscaped Area: 8073 square feet

2. Percent Landscaped: 20%

3. Building Floor Area:  
New Structure: - Existing Structure: Enclosed Space: 9,238sf  
Including Covered Outdoor Loading: 11,205sf

4. Architect Name Josh Kearns Phone (503) 864-3551  
*(Landscape Architect; Engineer; or Other Designer)*

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address 16800 NE McDougall Road

City, State, Zip Dayton, OR 97114

Contact Email josh@canddlandscape.com

In addition to this completed application, the applicant must provide the following:

*Two (2) copies of the proposed landscape plan containing the information listed in the information sheet and Chapter 17.57 (Landscaping) of the Zoning Ordinance.*

*Payment of the applicable review fee, which can be found on the Planning Department web page.*

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

McKenzie Rosenberry  
Applicant's Signature

10/26/2023  
Date

Frank Foti  
Frank Foti (Oct 26, 2023 08:16 PDT)  
Property Owner's Signature

Oct 26, 2023  
Date







# DRAFT\_McMinnville Landscape Plan Review Application - Sillwater

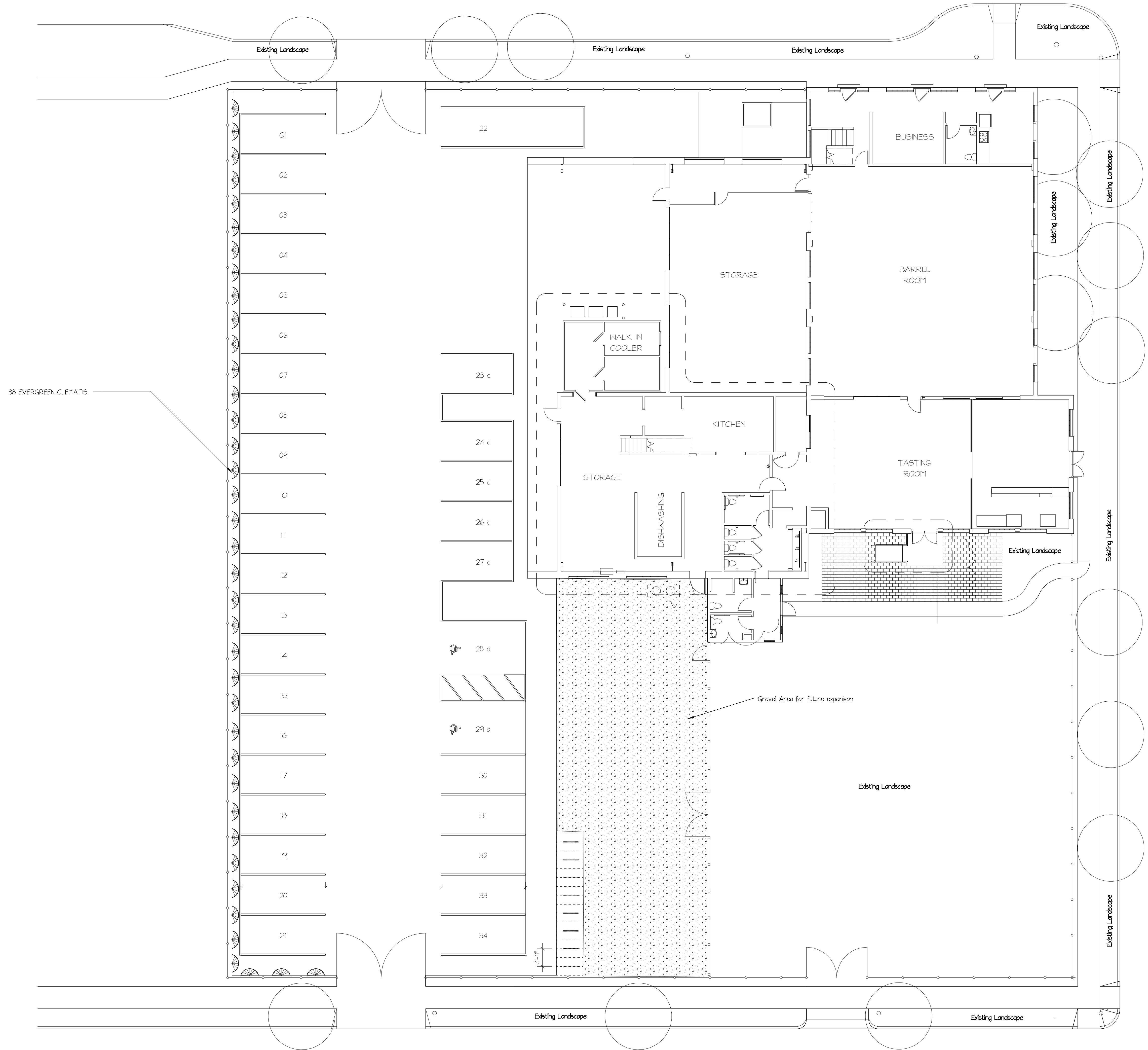
Final Audit Report

2023-10-26

Created:	2023-10-26
By:	McKenzie Rosenberry (mckenzie@theground.love)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_yPIPuuU4cEpcUyxomhUp_puAuW32cLs

## "DRAFT\_McMinnville Landscape Plan Review Application - Sillwater" History

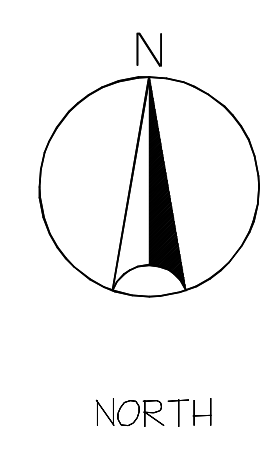
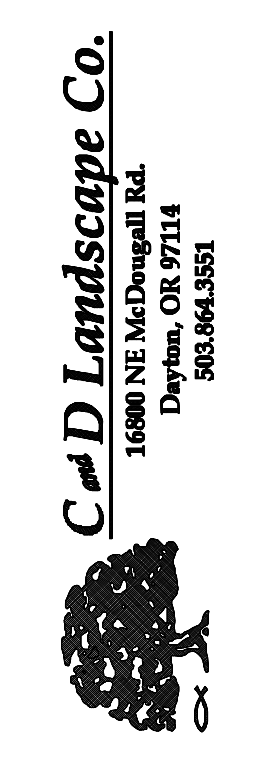
-  Document created by McKenzie Rosenberry (mckenzie@theground.love)  
2023-10-26 - 1:50:47 PM GMT
-  Document emailed to frank@theground.love for signature  
2023-10-26 - 1:51:34 PM GMT
-  Email viewed by frank@theground.love  
2023-10-26 - 3:16:05 PM GMT
-  Signer frank@theground.love entered name at signing as Frank Foti  
2023-10-26 - 3:16:22 PM GMT
-  Document e-signed by Frank Foti (frank@theground.love)  
Signature Date: 2023-10-26 - 3:16:24 PM GMT - Time Source: server
-  Agreement completed.  
2023-10-26 - 3:16:24 PM GMT



36 EVERGREEN CLEMATIS

Key	Qty	Botanical Name	Common Name	Size/Condition
Vines				
Ca	36	Clematis armandi	EVERGREEN CLEMATIS	1 Gal.

- \* Existing landscape meets percentage requirements for the site
- \* Existing irrigation is in place
- \* Planting of Evergreen Clematis on the fence line adjacent to the rail road tracks for screening



# Stillwater Parking Lot Landscape Planting Plan

Stillwater Parking Lot  
 SCALE: 1/8"=1'-0"  
 DATE: 09/22/23  
 DRAWING #: 2023/005

## EXHIBIT 3 - STAFF REPORT

**DATE:** November 15, 2023  
**TO:** Landscape Review Committee Members  
**FROM:** Adam Tate, Associate Planner  
**SUBJECT:** Tree Removal Application (L 49-23)

### STRATEGIC PRIORITY & GOAL:



### GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

**OBJECTIVE/S:** Strategically plan for short and long-term growth and development that will create enduring value for the community

---

**DOCKET:** L 49-23 (Street Tree Removal)  
**REQUEST:** Approval of a tree removal application for the removal of 1 Cedar tree.  
**LOCATION:** 2465 NE Chalmers Way, Tax Lot R4422-CD-00401  
**ZONING/Overlay:** R-1  
**APPLICANT:** Thomas Fairweather  
**STAFF:** Adam Tate, Associate Planner  
**DATE DEEMED COMPLETE:** October 30, 2023  
**DECISION-MAKING BODY & ACTION:** McMinnville Landscape Review Committee makes a recommendation of approval or denial to the Planning Director.  
**MEETING DATE & LOCATION:** November 15, 2023, McMinnville Community Development Center, 231 NE 5<sup>th</sup> Street, and via Zoom online meeting  
**PROCEDURE:** Street tree removal applications are required to be reviewed by the Landscape Review Committee as described in Section 17.58.040 of the McMinnville Zoning Ordinance.  
**CRITERIA:** The applicable criteria are specified in Section 17.58.050 Tree Removal/Replacement Review Criteria.  
**APPEAL:** The decision may be appealed within 15 days of the date the decision is mailed as specified in Section 17.58.040 of the McMinnville Zoning Ordinance.

## **I. BACKGROUND AND SUMMARY:**

### ***Application Summary***

This proceeding is a review by the Landscape Review Committee of a street tree removal application (**Attachment 1**) for one (1) evergreen street tree, a 20 inch DBH Cedar tree, on the north side of NE Chalmers Way. The arborist report notes that the tree is in significant decline and entering a mortality spiral which is weakening the tree and increasing the likelihood of partial or total tree failure. **See Figure 1 for Vicinity Map. See Figure 2 for Site Photos.**

### ***Agency Comments***

Agency comments are provided below, and the Public Works Inspection Report is attached as **Attachment 2**.

### ***Public Comments***

The procedure for street tree removal permit applications doesn't require notification to surrounding property owners. No public comments were received.

### ***Criteria and Issues***

The tree proposed for removal has been determined to be a tree specified in Section 17.58.020, subject to the street tree removal requirements of Chapter 17.58 of the Zoning Ordinance.

The applicable criteria for a street tree removal are provided in Section 17.58.050 of the Zoning Ordinance. Section 17.58.050 requires a Tree Removal permit to be granted if any of the following criteria apply:

- A. The tree is unsafe, dead, or diseased as determined by a Certified Arborist.
- B. The tree is in conflict with public improvements.
- C. The proposed removal or pruning is part of an approved development project, a public improvement project where no alternative is available, or is part of a street tree improvement program.
- D. Verification of tree health or a tree's impacts on infrastructure shall be required, at the expense of the applicant, by a Certified Arborist acceptable to the City.

Criterion "A" is met as the tree is in poor health.

When a street tree removal permit is approved, there are provisions in Chapter 17.58 of the Zoning Ordinance with which the applicant must comply, including those in Sections 17.58.040 and 17.58.090. Staff recommends conditions of approval to address the applicable requirements of the Zoning Ordinance. Typically, approval of a tree removal request is conditioned on the provisions of 17.58.040 for replacement with another street tree approved by the City. The conditions of approval address the provisions of Chapter 17.58 to ensure proper removal or major pruning of a street tree, to specify the applicant's responsibilities for performance of work and associated costs, and to ensure replacement trees are consistent with the approved street tree list, planting requirements, and specifications addressed in Chapter 17.58.

### ***Summary of Staff Recommendation***

Staff has reviewed the application, the applicable criteria and standards, and comments received. Staff recommends approval of the application, subject to the conditions specified in this document. This is also the recommendation of Public Works which states that the tree is in poor health and that there is significant dieback in the canopy.

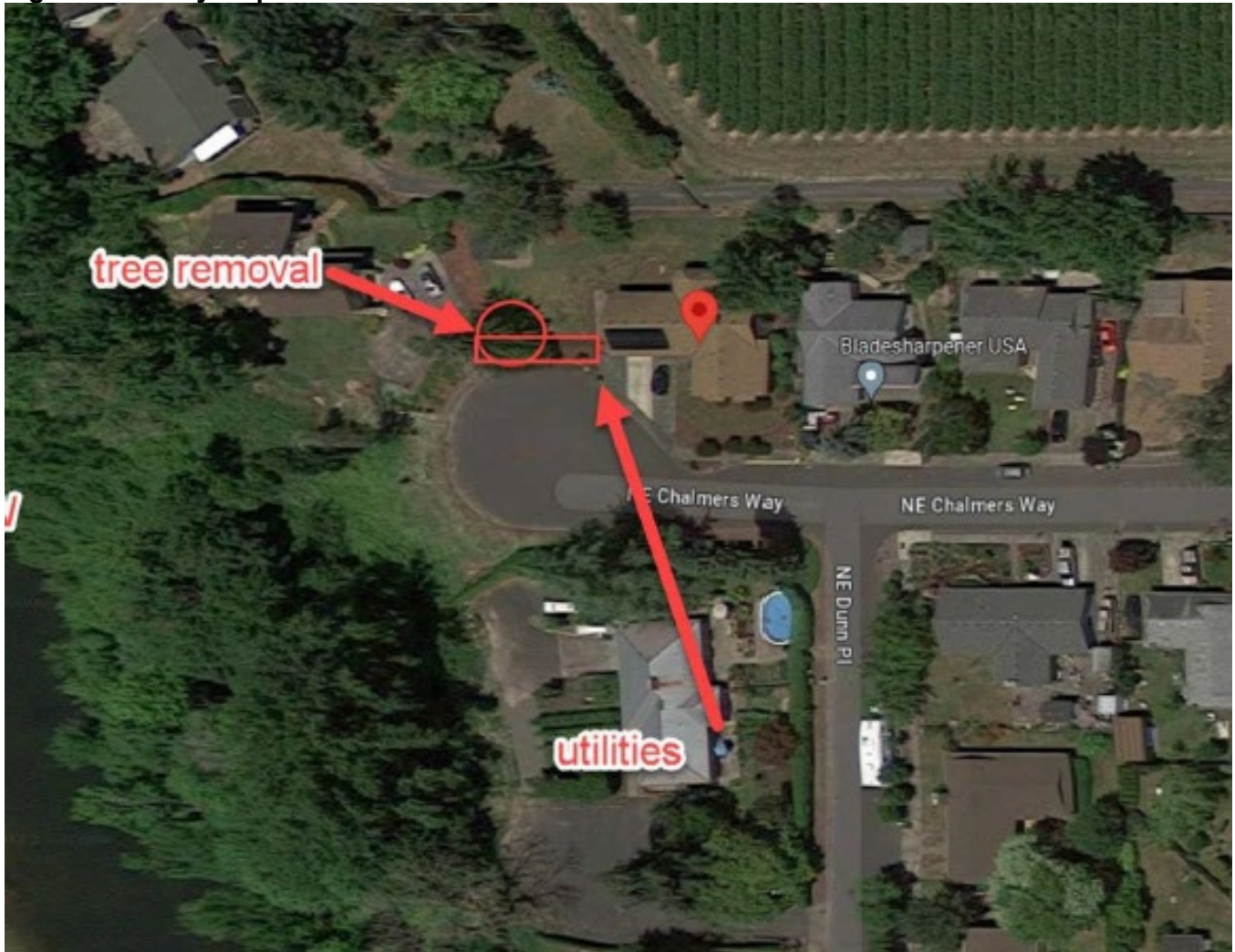
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#### ***Attachments:***

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report

**Figure 1 Vicinity Map.**



**Figure 2. Site Photos.**





**II. COMMENTS:**

This matter was referred to the following public agencies for comment: McMinnville Public Works Department, McMinnville Engineering, and McMinnville Water and Light. Their comments are provided below.

No public notice of the application was required by the Zoning Ordinance. No additional comments were received by the Planning Department.

**McMinnville Water & Light:**

- Water: Call for locates. Protect existing water services.

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**Attachments:**

Attachment 1 – Application

Attachment 2 - Public Works Inspection Report



- Power: Power is buried in the immediate area. Contact Water & Light if contact is made with buried power conduits. Call for locates of underground utilities at 811 prior to removing old tree trunks and roots, and planting new trees.

City of McMinnville Public Works Department:

- The Public Work Inspection Report is attached as **Attachment 2**.

City of McMinnville Engineering Department:

- No comments have been received.

**III. ATTACHMENTS:**

1. Application
2. Public Works Inspection Report

**IV. STAFF RECOMMENDATION:**

Staff has reviewed the application for consistency with the applicable criteria. Staff finds that, subject to the recommended conditions, the application submitted by the applicant contains sufficient evidence to find the applicable criteria are satisfied.

Staff **RECOMMENDS APPROVAL WITH CONDITIONS** of the tree removal application (L 49-23) **SUBJECT TO THE CONDITIONS OF APPROVAL IN SECTION V:**

**V. CONDITIONS OF APPROVAL:**

1. All costs and liability associated with tree removal and stump grinding shall be borne by the applicant.
2. The applicant shall call for locates (dial 811) for all underground utilities prior to removing the trunk and roots. This is a free service and the law. Upon request, utility locates can be flagged without marking up hard surfaces.
3. For Mac Water and Light:  
Water: Call for locates. Protect existing water services.

Power: Power is buried in the immediate area. Contact Water & Light if contact is made with buried power conduits. Call for locates of underground utilities at 811 prior to removing old tree trunks and roots, and planting new trees.

4. The stump and remaining surface roots of the tree shall be removed at least six (6) inches below grade to allow for a suitable replanting site. At least a two-inch-thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling and replanting and shall be raked smooth. The applicant shall restore any damaged areas that may result from vehicular or mechanical operations.
5. The applicant shall replace the tree with one (1) new tree planted in the planter strip slightly farther away from the mailboxes. The new tree shall be selected from the recommended street tree list.

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*Attachments:*

Attachment 1 – Application  
Attachment 2 - Public Works Inspection Report

6. The replacement tree shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.
7. The replacement tree shall be planted per the approved City detail, including root barrier, deep watering tubes, and staking (see enclosure). The applicant shall provide root barrier protection in order to minimize sidewalk and tree root conflicts. The barrier shall be placed on the public sidewalk side of the tree and the curb side of the tree. The root barrier protection shall be placed in 10-foot lengths, centered on the tree, and to a depth of eighteen (18) inches. In addition, the trees shall be provided with two (2) deep watering tubes to promote deep root growth.
8. The applicant is reminded that trees are not to be planted within:
  - a. Five (5) feet of a private driveway or alley;
  - b. Ten (10) feet of a fire hydrant, transformer, power or water vault, water meter box, utility pole, sanitary sewer, storm, or water line; or
  - c. Twenty (20) feet of street light standards or street intersections.
9. The planter areas shall be restored to original grade immediately following the planting of the replacement tree.
10. The applicant shall contact Public Works Operations (503.434.7316) for planting inspection prior to backfilling the planted tree.
11. The applicant shall be required to repair/replace sidewalk panels as necessary at the applicant's expense. Sidewalk permits can be obtained from Engineering at 503-434-7312.

**VI. LANDSCAPE COMMITTEE OPTIONS:**

1. **APPROVE** the application, subject to the recommended conditions of approval.
2. **APPROVE** the application with additional/revised conditions of approval if necessary to satisfy the applicable criteria.
3. **CONTINUE** the application, requesting that applicant submit more information for review if necessary to make findings that the applicable criteria are satisfied.
4. **DENY** the application, providing findings of fact for the denial in the motion to deny if it is found the application doesn't meet the applicable criteria.

**VII. SUGGESTED MOTION:**

**BASED ON FINDINGS THAT THE APPLICABLE CRITERIA ARE SATISFIED SUBJECT TO CONDITIONS OF APPROVAL, I MOVE THAT THE LANDSCAPE REVIEW COMMITTEE APPROVE THE STREET TREE REMOVAL APPLICATION L 49-23 SUBJECT TO THE CONDITIONS OF APPROVAL RECOMMENDED BY STAFF IN THE STAFF REPORT.**

---

*Attachments:*

Attachment 1 – Application  
Attachment 2 - Public Works Inspection Report



**Planning Department**  
 231 NE Fifth Street ◦ McMinnville, OR 97128  
 (503) 434-7311 Office ◦ (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

<b>Office Use Only:</b>	
File No.	<u>L 49-23</u>
Date Received	<u>11/1/23</u>
Fee	<u>\$160.00</u>
Receipt No.	<u>209003</u>
Received by	<u>AW</u>

569-23-000590-PLNG

## Street Tree Removal

### Applicant Information

Applicant is:  Property Owner    Contract Buyer    Option Holder    Agent    Other \_\_\_\_\_

Applicant Name Thomas Fairweather Phone 503-805-6085

Contact Name Tom Fairweather Phone \_\_\_\_\_  
 (If different than above)

Address 2465 NE Chalmers Way

City, State, Zip McMinnville, OR 97128

Contact Email Tom.fairweather@TKinet.com

### Property Owner Information

Property Owner Name Same. Phone \_\_\_\_\_  
 (If different than above)

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 2465 NE Chalmers Way  
 (Property nearest to tree(s) for removal)

Assessor Map No. R4 422CD00401 Total Site Area \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Comprehensive Plan Designation Residential Zoning Designation R-1

**Additional Information**

1. How many trees are requested for removal? One
  2. What type (species) of tree(s) are they? Cedar
  3. What is the diameter of the tree(s), measured four feet above ground level? 3 feet
  4. Why are you requesting the removal of the noted tree(s)? (See "Removal Criteria" on attached Information Sheet.) Explain which of the criteria is addressed through this application. Tree is dying due to insect infestation (borers).
- 
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In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the location of the tree(s) subject to the removal request, property lines, sidewalks, adjacent utilities (including overhead), north direction arrow, and adjacent streets.
- Arborist report, photographs, and/or other information which would help substantiate or clarify your request.

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

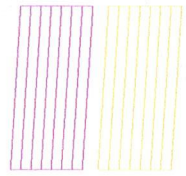
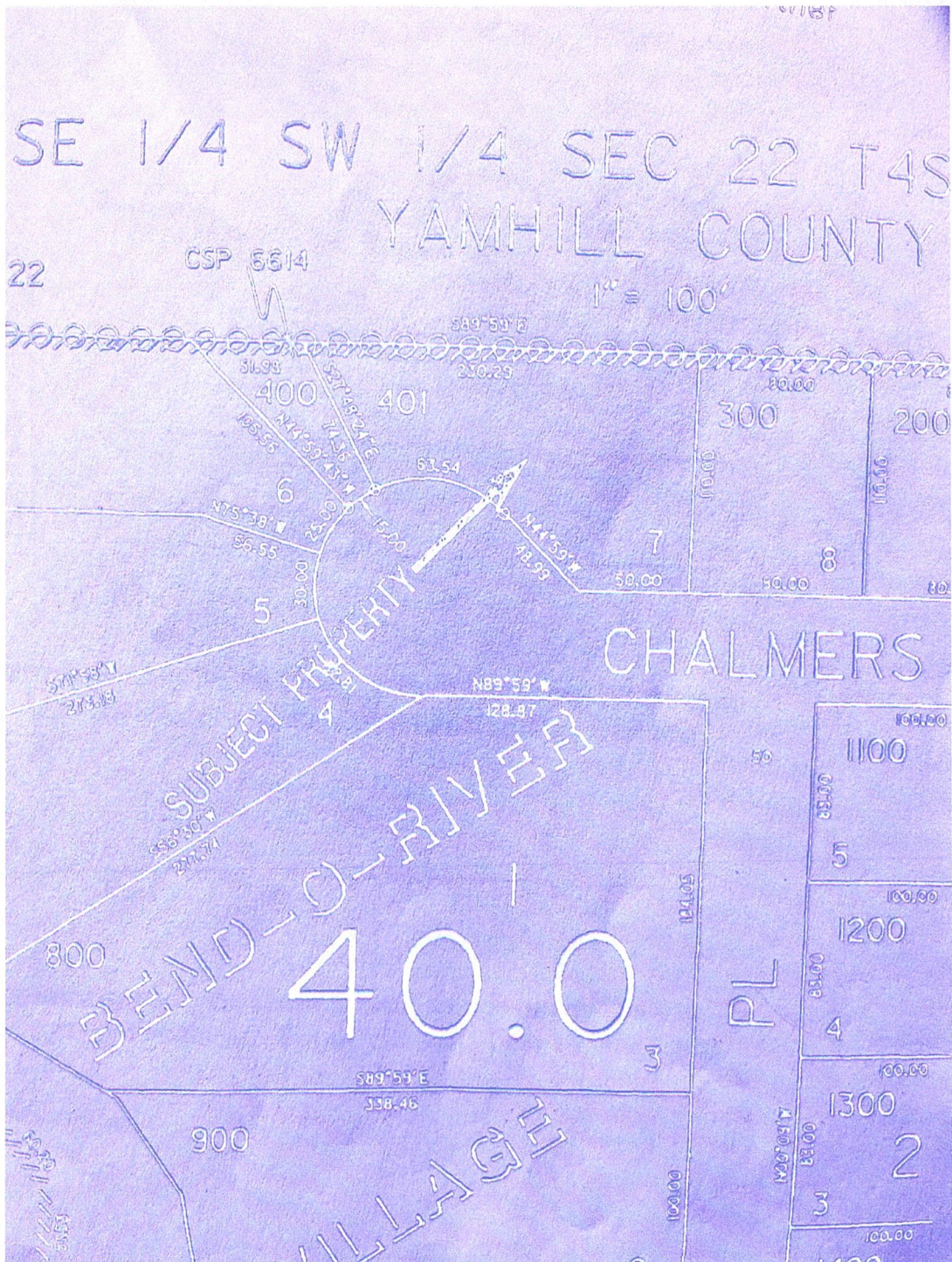
Tom Parivathan  
Applicant's Signature

11/1/23  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date





DATE:	10/26/23
TO:	Tom Fairweather
FROM:	Taylor Alvarez, Associated Arborists, ISA#PN 8332AU
SUBJECT:	2465 Northeast Chalmers Way McMinnville OR 97128

**Quantity:** 1  
**Species:** Cedar  
**Average DBH:** 24" Est.  
**Average Height:** 60' Est.

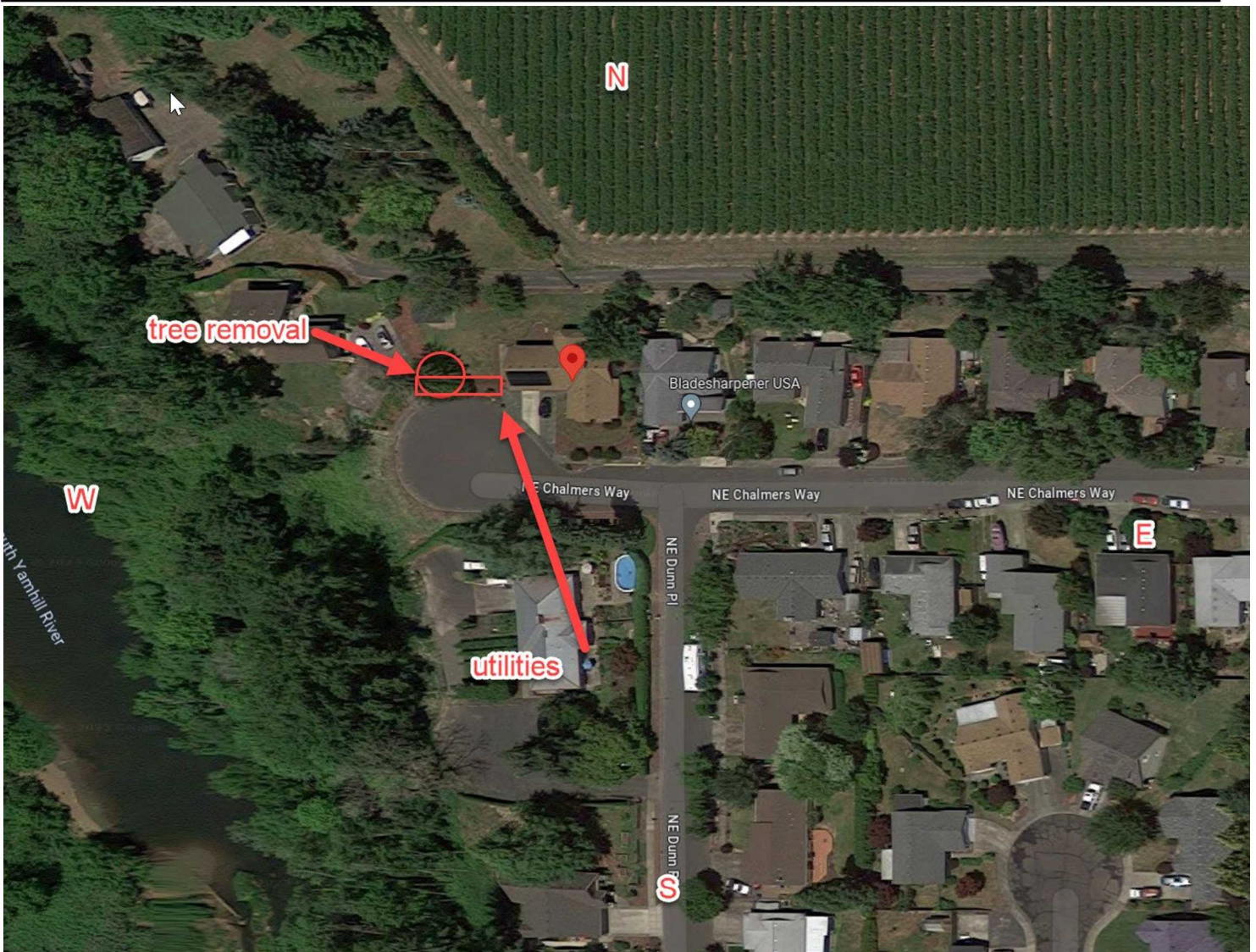
Arborist Report: #10262301

**Subject:** Arborist report supplemental to removal permit application.

**Arborist's Findings:**

This mature cedar tree appears to be in significant decline and entering mortality spiral. This weakened condition increases the likelihood of partial and total tree failure. Removal is recommended.

It appears as if power lines are running directly under the tree along the edge of the right of way in this area. Attempting to replace this tree or digging down to install a root barrier in this area is not recommended.











**From:** [David Renshaw](#)  
**To:** [Adam Tate](#); [Amy M. Gonzales](#); [Jen Hawkins](#); [Jeff Gooden](#)  
**Subject:** RE: Street Tree Request for Comment L 49-23  
**Date:** Monday, November 6, 2023 2:03:06 PM  
**Attachments:** [image001.png](#)

---

Hi Adam and thank you for the opportunity to comment on this proposal. Please find our comments below:

Site Review:

1. NE Chalmers Way is a local roadway in the McMinnville TSP.
2. This section of NE Chalmers is a 50' ROW, with the property line about 9' feet behind the face of curb. The site is in a cul-de-sac.
3. This section has no sidewalks.
4. The tree in question is a cedar tree, about 20" DBH and about 35-40' in height.
5. The tree is planted about 7' behind the curb in non-irrigated turf.
6. There is no damage to the existing curb/gutter at the removal site.
7. There are no overhead conflicts in the form of electrical and communications facilities.
8. The tree appears to be in very poor health and shows significant dieback in the canopy.
9. The site locate indicates that there is underground electrical behind the curb in direct conflict with the existing tree.

Recommendations:

1. Given the poor health of the tree, staff would recommend approval of this application.
2. Recommended conditions of approval:
  - a. All costs related to removal to be borne by the property owner.
  - b. Stump to be ground 6" below grade.
  - c. Applicant to call for utility locates prior to stump grinding and/or planting.
  - d. Replacement tree shall be 2" caliper minimum, shall be a variety acceptable to the Planning Department and shall be planted as per the approved City detail.
  - e. Replacement tree shall be planted in such a manner as to not conflict with the existing underground power.
  - f. Applicant shall contact Public Works Operations (503.434.7316) for an inspection prior to backfilling a newly planting tree.

Thanks, and please let us know if you have any questions.

daivd

---

**From:** Adam Tate <Adam.Tate@mcminnvilleoregon.gov>  
**Sent:** Friday, November 3, 2023 3:47 PM

**To:** David Renshaw <David.Renshaw@mcminnvilleoregon.gov>; Amy M. Gonzales <amg@mc-power.com>; Jen Hawkins <JenH@mc-power.com>; Jeff Gooden <Jeff.Gooden@mcminnvilleoregon.gov>

**Subject:** Street Tree Request for Comment L 49-23

**Importance:** High

Hey everybody,

Yet another tree removal permit that has come in. This one is for a dying Cedar tree at 2465 NE Chalmers Way.

Please review and get any comments to me by Wednesday, November 8th please.

Thank you everybody and have a great weekend!



**City of  
McMinnville**

**Adam Tate**

**Associate Planner / LEED Green Associate**

**503-434-7330**

**231 NE Fifth Street McMinnville, OR**

**[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)**